



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON-FORT LEE
1100 LEE AVENUE SUITE 112
FORT LEE, VIRGINIA 23801-1720

REPLY TO
ATTENTION OF

IMNE-LEE-LGM

FORT LEE POLICY NO. 27-03
1 June 2009

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Request for Motor Transportation

1. **REFERENCES:** AR 58-1, Management, Acquisition, and Use of Motor Vehicles, 28 Jan 00.
2. **BACKGROUND:** Guidance is required to establish procedures for obtaining vehicle support from the Transportation Motor Pool (TMP) and timely submission of requests.
3. **POLICY:**
 - a. Scope – All organizations, units, and persons residing on Fort Lee will adhere to the provisions set forth in this policy.
 - b. Fort Lee Form 580-E, Request for Motor Transportation (enclosure):
 - (1) Transportation requests will be submitted to Directorate of Logistics/Directorate of Public Works (DOL/DPW), Maintenance Division, Bldg T-6113, using Fort Lee Form 580-E. This form will be used to document requirements and must be processed through the unit's Transportation Coordinator.
 - (2) All units/organizations on Fort Lee have been assigned a unit dispatch code. This code must appear in the form block containing the activity's contact data.
 - (3) The original and one copy of the form must be submitted three workdays in advance of the transportation date including mission essential justification.

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(4) A priority system will be used by TMP personnel when requirements exceed available assets. All requests will insure a priority code is indicated on the form near the bottom right corner, in accordance with:

<u>PRIORITY</u>	<u>ACTIVITY</u>
1	Emergency Movements (EDRE, Deployments, Mobilization)
2	Burial Details, Casualty Assistance Officer
3	392d Band
4	Troops in Support of Training (Active/Reserve)
5	ROTC Students in Support of Training
6	Major Activity Conferences
7	High School Junior ROTC Training
8	Command Level Sports Programs
9	Unit Recreation Programs (MWR, Chaplains)
10	Others

4. **EFFECTIVE DATE:** This policy is effective on the above-mentioned date of this memorandum.
5. This policy supersedes policy dated 14 November 2003.
6. **PROPONENT:** Proponent for this policy is DOL/DPW's Maintenance Division, 734-5572.

Encl


MICHAEL G. MORROW
COL, LG
Garrison Commander

DISTRIBUTION:
LEEKEY

REQUEST FOR MOTOR TRANSPORTATION (AR 58-1 & TM 38-600)			DATE
TO: Transportation Motor Pool (TMP) ATTN: Chief Dispatcher Bldg T-1617 Fort Lee, VA 23801-5174		FROM: (Activity, name & phone no. of Transportation Coordinator authorized to request vehicle)	
TRANSPORTATION SERVICE REQUIRED			
DATE(S) AND TIME REQUIRED*	DATE AND TIME OF RETURN:	TYPE OF VEHICLE(S)	<input type="checkbox"/> WITH DRIVER * <input type="checkbox"/> WITHOUT DRIVER
REPORT TO: (User's name, section, bldg # and phone #)	DESTINATION: (Bldg, Street, etc.)	NO PASSENGERS	
JUSTIFICATION		SIGNATURE OF AUTHORIZED* TRANSPORTATION COORDINATOR:	
FOR TMP USE ONLY			
SIGNATURE & COMMENTS OF APPROVING OFFICIAL:		PRIORITY	

- * WITH DRIVER: Transportation Motor Pool (TMP) provides driver for Buses, tractors and trailers Only--all other vehicles are provided on a user driver basis.
- * JUSTIFICATION: Include purpose of request , number of passengers, materials or supplies to be transported. Statements such as "official business or special event" are insufficient justification, and request will not be acceptable.
- * Request to be submitted 3 days in advance of date transportation is required.
- * Multi-day Request:
 - Inclusive dates, i.e., 1 thru 3 Nov--one request required.
 - Non-inclusive dates, i.e., 1, 6, 20, 22 Dec --separate request for each date.
- * TMP requires two copies of Transportation Request. If file copy is required, submit an additional copy
- * DA Form 1687 (Notice of Delegation of Authority - Receipt for Supplies) for Transportation Coordinator
- * Must be on file at the TMP.

ADDITIONAL JUSTIFICATION OR REMARKS: